

NewsFlash!

In conjunction with Procurement Services, the process for securing an Independent Contractor Agreement has been revised to streamline the routing and approval process.

Effective **May 19, 2018**, the Independent Contractor Service Request will include the following:

Updated Instructions

The updated instruction state *“The Department of Contracts and Grants reviews Independent Contractor requests when sponsor prior approval is required per the terms and conditions of the Award. When applicable, documentation of sponsor prior approval must be provided.”*

Updated Field: Source of Funds for Project

Instead of two check boxes, a drop down menu will provide the following selections to identify the source(s) of funding:

- o Unrestricted Funds
- o Sponsored Project Account
- o Split Funding: Sponsored + Unrestricted

If you select *Sponsored Project Account* or *Split Funding*, you will need to answer an additional question:

- o *Do the terms and conditions of the Award require Sponsor Prior Approval to hire an independent contractor?* Drop down menu: *Yes/No*

Additional Fields: Principal Investigator and Sponsor Award Number

Additional Fields have been added to identify the *Principal Investigator* and/or *Sponsor Award Number*. Please include the PI and Sponsor Award information to expedite processing and approval of the request.

Routing & Approvals

When Sponsored Project Account or Split Funding is identified as the Source of Funds and the answer to the Sponsor Prior Approval question is Yes, the Independent Contractor Service Request form will route to DCG for review and approval.

Please ensure you read and understand the terms of the Award prior to completing the Independent Contractor Service Request form.

If sponsor prior approval is required on the Independent Contractor Service Request then please attach the following:

- o Attach the request to the Sponsor, including the justification/need for the IC and budget *OR*
- o Attach the sponsor’s approval

By attaching the request and/or the approval itself, you will expedite the DCG review and approval process.

Questions? If you have any questions about the terms and/or whether or not you need sponsor prior approval to hire an Independent Contractor, please consult with your [DCG Officer](#).